

Agency EFT Payment Report

Section 1: Agency Information

1. Agency/Bureau:

2. Contact Name:

3. Telephone (AC):

4. Fax Number (AC):

5. Address:

6. List Agency Location Codes (ALC) included in this Report:

Section 2: EFT Conversion Table EFT vs. Check Payments

1. Reporting Period:

Payment Type *	(A) EFT Volume	(B) Check Volume	(C) Total Volume [A + B]	(D) EFT Percentage [A / C]
2. Benefit/Retirement				
3. Salary				
4. Vendor				
5. Miscellaneous				
6. Total				

* See Instructions below.

Report Completion Date:

Instructions for Completing Agency EFT Payment Report

This report should be completed by Treasury-disbursed agencies that are cross-serviced by another agency and by all Non Treasury-disbursed agencies.

Categorizing Payment Types

For reporting purposes payments were categorized by the following four payment types and should be reported to FMS as follows:

Payment Type	Example
Benefit/Retirement	Social Security, Federal Old Age Survivors Insurance, Federal Disability Insurance, Compensation & Pension, Civil Service Retirement, Supplemental Security Income, Military Retirement and Annuity, (recurring monthly payments, usually long-term)
Salary	Salaries, wage-withholdings, awards, allotments (child support, CFC, garnishment)
Vendor	Contractors, businesses, utilities, universities
Miscellaneous	Travel advances and reimbursements, interagency, loans, grants, Medicare/Medicaid, Black Lung, Labor benefit payments

For questions or assistance in completing the report:

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EFT Compliance Team
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To submit reports:

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3. **Mail to:** Program Compliance Division
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